

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Data Processing Manager III
Position #:	051-340-1393-XXX
Salary Range:	\$7118 - \$8239
Issue Date:	December 11, 2008
Contact:	Nedra Bryan (916) 323-6695
Location:	Information Systems Division 300 Capitol Mall, 7 th Floor Sacramento, CA 95814
Final Filing Date:	(Statewide) Until Filled

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Information Systems Division
ATTN: Nedra Bryan – Ref# 09-078
300 Capitol Mall, 7th Floor
Sacramento, CA 95814

Scope of the Position: Under general direction of the Assistant Division Chief, Technology Services Bureau (TSB) the Operations Section Chief (DPM III), through subordinate managers, manages a team of professionals responsible for establishing priorities, allocate staff and other resources, in support of the SCO's mainframe computer systems/applications, software and hardware. Act as a liaison with the Department Technology Services (DTS) to insure the State and Controller's Office interests are considered and to be informed of the statewide information technology direction. Identify and share DTS trends and best practices. The section is comprised of two units (Production Data Guidance, and Enterprise System Support) responsible for providing support services needed by various groups and individuals, as well as Division Executive Management to facilitate effective and efficient operations. It also involves providing guidance and support. Specific duties include, but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Enterprise System Support
 - Provide overall directions to subordinate manager and staff who develop, maintain and support the SCO mainframe hardware and software needs.
 - Oversee the DTS budget including the break out of the detailed charges for each SCO division and special fund, forecast the next five year expenditure, and ensuring special funding availability.
 - Monitor the service request process to ensure DTS compliance with due dates, completion criteria, and correct charging of services. Active member of the Disaster Recovery team to ensure SCO's critical systems are part of the emergency restoration process.
- Production Data Guidance
 - Direct the activities of Production Data Guidance (PDG) which maintains the division's data guidance resources to accomplish the established plans and provides adequate controls over the timelines, accuracy and quality of the production support provided.
 - Ensures the work schedules for the 20 hours of daily coverage are maintained by the unit. Reviews with the unit manager the daily reports, production testing schedule, weekly resource schedule, problem logs, and exemption logs. Meets with senior management and reviews any discrepancies which should be escalated to the executive office.
- Special Projects
 - Oversee the work with engineering and vendor staff to install, uninstall, and test software and hardware, and update SCO procedures as necessary.
 - Evaluate new technologies to assess their application and use in fulfilling the constitutional duties of the Controller's Office. Be aware of statewide technology directions and consider the impact on and applicability to the Controller's Office operations.

For more details, please contact Nedra Bryan at (916) 323-6695.